



**DEPARTMENT OF THE NAVY**  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

10 June 2004

**MEMORANDUM FOR DISTRIBUTION**

Subj: CHANGE TO SECNAV CORRESPONDENCE GUIDE

Ref: (a) SECNAV Correspondence Guide dtd 25 November 1997

1. The following changes regarding the use of SECNAV letterhead and signature block are effective immediately.

**LETTERHEAD**

- a) Use of the Secretary or Under Secretary of the Navy/Flag letterhead for personal correspondence (attachment 1) remains the same.
- b) Standard "Secretary of the Navy" letterhead (attachment 2) will be used for official correspondence requiring the Secretary's signature including SECNAV instructions and notices, business letters and memorandums.
- c) Those personnel authorized to sign correspondence on behalf of the Secretary in an official capacity such as the Senior Military Assistant and the Executive Assistant and Military Aide will use standard "Department of the Navy, Office of the Secretary" letterhead (attachment 3). This letterhead would also apply on matters addressed to the Secretary, which have been delegated for reply to an Assistant Secretary.

**SIGNATURE BLOCK**

- a) Correspondence prepared for the Secretary's signature will no longer contain a signature block or closing such as "Best Regards" or "Sincerely".
2. These changes will be incorporated in the next revision of the SECNAV Correspondence Guide.

A handwritten signature in black ink, appearing to read "L. R. Vasquez", is positioned above the typed name and title.

L. R. VASQUEZ  
Commander, U.S. Navy  
Administrative Aide to the  
Secretary of the Navy

Attachments:  
As stated



**THE SECRETARY OF THE NAVY**  
WASHINGTON, D.C. 20350-1000



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